

**CONSTRUCTION AND DESIGN DIRECTOR**

**DISTINGUISHING FEATURES**

The fundamental reason the Construction and Design Director position exists is to develop and manage professional/technical staff efforts in support of accomplishing key objectives established through the City of Scottsdale's Capital Improvement Programs. This position performs policy-level coordination, advisory and administrative functions in the Capital Projects Management Division of the Municipal Services Department. This classification is supervisory. This position reports to the Capital Projects Management Administrator.

**ESSENTIAL FUNCTIONS**

Oversees the Construction Coordination, Construction Plan Review and Capital Projects Design work groups within the Capital Projects Management Division.

Responsible for the Assessment District Management (Improvement/Community Facilities Districts).

Observes and monitors staff performance to ensure compliance with technical standards, construction methods and legal requirements.

Performs complex, professional level work involving design, construction and inspection of all aspects of capital projects.

Works closely with other divisions and other City Departments; must demonstrate mutual respect for people at all levels.

Coordinates work plans, budgets, schedules, and monthly reports.

Attendance and punctuality are essential functions to this position

**MINIMUM QUALIFICATIONS**

**Knowledge, Skills, and Abilities**

Knowledge of:

The principles and practices of civil engineering as it relates to public works projects, design, construction standards and specifications

Ability to:

Listen and communicate effectively with a diverse group of people.

Operate a variety of office equipment including a telephone and PC or terminal. Sufficient manual dexterity to operate a PC or terminal.

Perform as a team member with a highly skilled professional level staff; analyze issues or problems and recommend innovative solutions.

Observe, review and check the work of staff members to ensure conformance to standards and coordinate workloads and schedules

Write and present effective performance evaluations.

Prepare and present effective oral and written reports.

Establish and maintain effective working relationships with co-workers, supervisors, City Officials, and the general public.

**Education and Experience:**

Bachelor's degree in Civil Engineering or a related field with emphasis in public works and facilities design is required. A minimum of five years progressively responsible management experience in engineering and construction documents and contracts is necessary.

**Special Requirement:** Registration as a Professional Engineer in the State of Arizona is required.

A valid Arizona Driver's License and no major driving citations in the last 39 months are required for all driving positions.

FLSA Status: Exempt

HR Ordinance Status: Unclassified